



HOPi GUIDANCE CENTER
(Substance Abuse Program)

SUPERVISORY SUBSTANCE ABUSE COUNSELOR

INTRODUCTION: This position is responsible for supervisory, counseling and case management duties in support of the Hopi Guidance Center.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Works closely with the supervisor and appropriate agencies to plan and implement alcohol/drug aftercare programs; assesses the intake process, standards of counseling, referral and case management process for the Hopi Substance Abuse and Hopi Wellness Court Treatment Programs and makes necessary improvements.
2. Provides individual, group or family counseling to those experiencing substance abuse related problems/issues; makes referrals to inpatient treatment facilities for further services.
3. Serves as a back-up for 24-hour on-call crisis in the emergency room when additional staff is needed.
4. Collects, maintains and distributes data in accordance with the Indian Health Service's (I.H.S.) approved reporting system GUI-4.0, Northern Arizona Regional Behavioral Health Association (NARBHA) client activity reporting system; prepares and submits required reports to the supervisor, regulatory agencies and/or funding agency as required.
5. Participates in meetings, i.e., staffings, Multi-disciplinary teams, Child/Family team, etc., reviews the clients' progress served by the Hopi Substance Abuse Program & Hopi Wellness Court.
6. Coordinates and conducts community alcohol/substance abuse education & presentations in the schools, communities, tribal programs and other entities requesting services. Coordinates with the Hopi Tribal Court, Law Enforcement and other off-reservation agencies to plan and initiate a D.W.I. course that meets federal/state requirements
7. Provides supervision, leadership, guidance and support to the Substance Abuse and Wellness Court counselors in the delivery of services in order to efficiently & effectively complete work assignments; establish and conducts performance standards; initiates personnel actions as necessary; submits credentialing information to certification and licensing issuing boards.
8. Performs other duties as assigned or authorized to achieve program goals and objectives.

COMPLEXITY: The work includes duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from alternatives.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Hopi Guidance Center Program Director. The incumbent and supervisor, in consultation, define the objectives, priorities and deadlines and assist the incumbent with unusual situations. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, clients, parents, guardians, family members, related local, state and federal agencies, law enforcement & court personnel and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate services and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: Work is performed in a standard office environment and in the community. The incumbent may be exposed to situations involving emotional/physical conflicts requiring the incumbent to use precautionary measures. The incumbent will be required to maintain a flexible work schedule to meet the needs of the position. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:
 - A. Education : Bachelor's Degree in Social Services or closely related field;

AND

- B. Experience : Five (5) years experience as a counselor in the field of alcohol/substance abuse which includes two (2) years of supervisory experience;

OR

- C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Abilities and Skills:

A. Knowledge:

- Knowledge of the 12 core functions of counseling substance abuse clients
- Knowledge of resources available in rehabilitation programs
- Knowledge of the principles and practices of the counseling profession
- Knowledge of the socio-economic environment, culture and traditions of the Hopi Reservation

B. Skills:

- Skill in conducting individual, family and group therapy for substance abuse patients
- Skill in interpersonal relationships
- Skill in crisis management and making sound judgments
- Skill in managing confidential information

C. Abilities:

- Ability to implement program operating procedures and guidelines
- Ability to supervise and evaluate the work of others
- Ability to handle stress and difficult situations (crisis intervention)
- Ability to maintain strict confidentiality of client information & records
- Ability to establish and maintain positive and professional working relationships with others

NECESSARY REQUIREMENT:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal policy.
2. Must have and maintained four (4) years of sobriety.

PREFERRED REQUIREMENT:

1. State certified as an Alcohol and Drug Counselor by the State of Arizona Certification Board.

CONDITIONAL APPOINTMENT:

Depending on the needs of the position, some incumbents of this class may be required to possess a valid Arizona Driver's License and pass/complete the Hopi Tribe's Defensive Driving Course.

REVIEWED BY: Claudette Douglas 8.306
Department/Office Hiring Authority Date

APPROVED BY: Eugene Palmer 7 August 2006
Personnel Director Date

Hourly – Sensitive: Range: 43
07/2006(nfp)